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"2006-07 UNOPA Annual Report" (2006). *UNOPA Annual Reports*. 16.
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Annual Report, Recording Secretary

Submitted by Mary Guest, CEOE

As Recording Secretary, my duties were to keep an accurate record of the proceedings of the Association and Executive Board meetings, keep an up-to-date record of the current Bylaws, including Standing Rules, send to the Executive Board a copy of minutes of each meeting within five (5) days after the meeting, and provide a copy of the General Meeting minutes to the UNOPA Notes Editor, Barbara Homer.

Robert's Rules of Order was followed in recording, amending, and approving the minutes of the Executive Board meetings and General Meetings. Executive Board meeting minutes were prepared, proofread by President Donelle Moormeier, and then the draft was distributed to the Executive Board members for their review. Any corrections to the minutes were discussed and approved at the following board meeting, and then handwritten onto the original minutes. The minutes were then approved by the Executive Board. After the minutes were approved, they were made available to UNOPA members on the UNOPA website.

The minutes of the General Meetings were also proofread by President Donelle Moormeier and submitted for publication in UNOPA Notes. Again, any corrections to the minutes were discussed and approved at the following General Meeting, and then handwritten onto the original minutes. The minutes were then approved by the membership.

The recording secretary's notebook includes the following:

- Roster of UNOPA officers and board members
- Roll call form
- Duties and procedures for the Recording Secretary
- Schedule of meetings
- Budget sheets
- Bylaws and Standing Rules
- Executive Board meeting minutes and attachments
- General Meeting minutes and attachments
- Copies of the minutes (without attachments) from 2005-2006*

(*In order for the recording secretary to have quick access to previous minutes, it would be helpful to keep copies of at least five years of minutes in the secretary's notebook. I have started a section that will include copies of the minutes [without attachments] from 2005-2006 and 2006-2007, and I would suggest that this practice be continued. The original minutes and attachments will be archived in the storage room in the Business Services Complex at 1700 Y Street.)

The recording secretary's notebook will be passed on to Janice Kohler at the June 5, 2007 UNOPA Transition Board meeting, and then archived later this summer in the storage room in the Business Services Complex at 1700 Y Street.

Budget:

Recording Secretary budget for 2006-2007 \$15.00

Balance remaining	\$15.00
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I recommend that these unused funds be returned to the operating budget.

It has been my pleasure to serve UNOPA as Recording Secretary and to have been a member of this Executive Board. I look forward to continuing to serve UNOPA in the future and to work with colleagues across the campus to help UNOPA to continue to grow and be a voice for the UNL Office Professionals.